Family Name _____ BusComm&ProfTermEng Module One. Test One**

VOCABULARY

A: Complete the sentences with a preposition.

1. Mark recently applied _____ a position in the city planning department.
2. After graduating _____ public administration, Emily got a job as an analyst for a government think tank.
3. My best friend is _____ charge of coordinating communication between department during crises.
4. David, who is currently _____ of work, is actively seeking a new job.
5. They always arrive _____ the office at about 9 a.m.
6. Michael has received extensive training _____ public procurement processes.
7. When the meeting became disorganised, she confidently took control _____ the situation.
8. This strategy aligns _____ our long-term goals.

B: Complete the sentences with the proper word (Drag each verb and drop it)

persuasive	**highlight**	**seasoned presenter**
exaggerate	**intimidating**	**elevator speech**

1) Giving a speech can be _____ for new employees.
2) A _____ knows how to engage the audience.
3) Try not to _____ your achievements.
4) A short _____ helps you introduce yourself quickly.
5) A good presenter knows how to _____ key ideas.
6) His speech was very _____ and convincing.

C: Complete the sentences with the word from the box. There are two extra words.

focus on	offer	involved in	head up	interested in
deal with	responsible for	assist	passionate about	coordinate

Put extra words here _____ and here _____

1. I'm a secretary in the finance department, it means that I _____ the head of the department and other managers by answering the phone and doing the paper work.
2. As the project manager, it's my job to _____ the different stages of the project and to make everything done on time.
3. I regularly _____ customers in the US, so I need to improve my English.
4. As a design engineer in a construction company, I'm always _____ the design of various types of buildings.
5. I _____ a team of twenty people, so recently I've been working on my leadership skills.
6. She gave some of her responsibilities to other people so that she could just _____ this project.
7. I've come to this event because I'm _____ meeting other professionals with similar interests.
8. Susan is _____ the timetable. She decides who does what and when.

LIVEWORKSHEETS

GRAMMAR

D: Complete with the verb in the <u>present simple</u> or <u>present continuous</u>.

1) Sarah _____ a conference in New York this week. (**attend**)
2) They usually _____ TV in the evening. (**watch**)
3) We _____ the budget for the next fiscal year right now. (**discuss**)
4) Sorry, I _____ this question. (**not understand**)
5) The bank _____ at 9 AM every day. (**open**)
6) The Earth _____ around the sun. (revolve)
7) The construction workers _____ a new skyscraper downtown. (**build**)
8) Sometimes, he _____ the bus to work. (**take**)
9) Jane _____ to read mystery novels in her free time. (**love**)
10) Please, be quiet! I _____ to write a report. (**try**)

E: Complete the sentences with the correct form of the verb in brackets.

1. While we _____ (**talk**) shop, the director arrived.
2. We _____ (**work**) on this project for three months.
3. They _____ (carry out) a survey last month. You can find the result on this website.
4. She _____ (**give**) significant training in cyber security recently.
5. They _____ (**not/receive**) the final approval yet.
6. How many meeting _____ you _____ (**have**) with the stakeholders?
7. He _____ (**prepare**) the report since Monday.
8. I _____ (meet) an ex-colleague while I _____ (attend) a workshop.
9. He _____ (work) on this project last year.
10. We _____ (have) a meeting when the alarm _____ (**go off**).

F: Choose the correct option

1) Jake wanted **to expand/expending** his professional horizons, so decided **to delve/delving** into the world of networking. The first step involved **to set/ setting** clear objectives. With a determined spirit, Jake started **build/building** connections by **attend/attending** industry events. Online platforms also became Jake's virtual playground, where he leveraged professional social networks to connect / connect with like-minded individuals worldwide.

2) In fact, more than 2,000 years ago, there were already complaints about people **using / use** bad Latin! Some language experts believe that texting is actually a new kind of language – it allows us **to write / write** more like the way we speak.

G. Choose the best pronoun.

1. Each department must prepare _____ own report.
2. After the manager read the message, he deleted __.
3. She likes innovative ideas, but this one is too risky for _____.
4. We prepared two sets of documents. Please send _____ to the committee.

H. Choose the correct preposition.

1. to be based **in / at** London
2. to wait **for / to** the manager
3. to talk **to / with** colleagues
4. to be late **for / at** the meeting

LIVEWORKSHEETS

LISTENING

Audio link https://cutt.ly/owSxpcpj

F: Listen to six questions or comments from three conversations. Choose the best response to each one.

Conversation 1	Conversation 2	Conversation 3
1 ***a*** Yes, I'm fine, thanks. ***b*** It's nice to meet you. ***c*** Not at all. It's free. **2** ***a*** It's not far from my house. ***b*** Well, it's good ... mostly. ***c*** It finishes at 5 o'clock.	**3** ***a*** He knows my cousin in Mexico ***b*** He's still with the same company. ***c*** Yes, he phoned me yesterday **4** ***a*** Great! He loves it! ***b*** No, it's over there. ***c*** Your phone is ringing.	**5** ***a*** I spoke to Ann in Human Resources, which was helpful. ***b*** I lived here when I was student, so l know the city. ***c*** Yes. Luckily l love data, so I'm looking forward to it. **6** ***a*** Astra project? ***b*** It's a fantastic project. ***c*** Do you have the paperwork?

LIVEWORKSHEETS